

~ Special Class “B” License ~

A Special Class “B” license permits the holder to sell or serve beer and wine at picnic, festival or other similar event, but does not permit the sale or service of liquor. Laws that prohibit the sale of alcohol to persons under the age of 21 are applicable.

Fee: \$10, payable at the time of application.

License Period: Duration of event.

File By: 45 days before the event; however, a license may be issued if filed fewer than 45 days before the event provided the applicant waives rights to an appeal of any decision made by the Licenses Committee.

Requirements: License may not be issued to individuals, only to legally incorporated, non profit organizations; bona fide clubs; organized labor unions; state, county or local fair associations or agricultural societies that have been in existence for not less than six months prior to the date of application; or posts established by veterans’ associations.

Organizations that have not obtained this license previously must present proof of their eligibility, i.e. proof of incorporation as a non-profit organization.

No more than 2 licenses shall be issued in any 12-month period to the same entity.

The police department will make a check of the premises on the date the affair is held to inspect for violations of any federal, state or local laws.

~ Temporary Class “D” Bartender’s License ~

A Temporary Class “D” Bartender’s license permits the holder to sell or serve alcohol beverages at events held by a holder of a Class “B” Special Fermented Malt Beverage license.

Fee: \$12, payable at the time of application.

License Period: Duration of event, but not exceeding 14 consecutive days.

File By: No requirement.

Requirements: Applicant must have attained the age of eighteen (18) years at the time of filing.

A Class “B” Special Fermented Malt Beverage license must first be granted for the event before any related temporary bartender license applications can be submitted.

Applicant must be an employee of, or donating his or her services to, the holder of a Class “B” Special Fermented Malt Beverage license.

Persons already holding a regular Class “D” Bartender’s license issued by the City of Milwaukee are not required to obtain the temporary license.

No person may hold more than one temporary bartender’s license per calendar year.

~ Temporary Extension of Premises ~

A temporary extension of a Class “B” or “C” premises for special events permits the licensee to sell or serve intoxicating liquors, wine or fermented malt beverages during the period of time and in the area described in the application. The authority shall be contingent upon the licensee also obtaining any and all other special privileges or permits required.

Fee: \$35 for applications filed at least 30 days before the event; \$50 for applications filed less than 30 days before the event.

File By: (Recommended) 60 days before the event to allow sufficient time for the application to be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located and the Licenses Committee of the Common Council.

Applications must be on file a minimum of 3 days prior to granting by the Common Council.

Requirements: The area, which the licensee wishes to include in any temporary extension, must be owned by or under the control of the licensee, and must be contiguous with the licensed Class “B” or “C” premises.

The licensee may not sell any alcohol or non-alcohol beverages for consumption in bottles, cans or glass containers in the location of the temporary extension. Beverages may only be sold in single service cups for on-premises consumption in the location of the temporary extension.

~ Carnival Site Permit ~

A Carnival Site permit authorizes the holder to temporarily set up, maintain or operate during the period of time and in the area described in the application mechanical amusement rides, for the use of which a fee is charged.

Fee: \$50, payable at the time of application.

License Period: Duration of event; however, no carnival shall operate at any site in the City between the hours of midnight and 10 a.m., or for more than 7 consecutive days.

File By: 45 days before the event; however, a permit may be issued if filed fewer than 45 days before the event provided the applicant waives rights to an appeal of any decision made by the local alderperson.

Requirements: State law requires that amusement rides be registered with the Department of Commerce each calendar year. Amusement rides shall not be operated in the city of Milwaukee unless and until the carnival operator has been issued a registration certificate.

The granting of the permit is subject to the approval of the Common Council member representing the district in which the site for which the permit is sought is located. In making his or her determination, the Common Council member shall consider factors established under s. 87-14-4-b, MCO.

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~ Direct Seller's License ~

If individuals are selling non-food items on the public right of way within the barricaded area of any city-permitted street festival and have the permission of the festival organizer to sell during the event, they are not required to have a Direct Seller's license. The festival organizers must provide a list of the approved individuals to the district police station three days prior to the event.

Important Contact Information

License Division
Room 105, City Hall
200 E. Wells St.
Milwaukee, WI 53202
(414) 286-2238
license@milwaukee.gov



For applications or additional information related to these and other licenses and permits, please visit:

www.milwaukee.gov/license



Complete license and permit regulations established in the Milwaukee Code of Ordinances are available at:

www.milwaukee.gov/ordinances

or can be purchased from the
Legislative Reference Bureau in
City Hall, Room B-11.



**City
of
Milwaukee**

This pamphlet was created to assist persons in identifying license and permits related to the operation of certain special events. This overview does not replace the responsibility of applicants to be knowledgeable about applicable regulations and licensing requirements established in the Milwaukee Code of Ordinances.